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ABSTRACT

This 5-year strategic master plan states the intended direction for Maricopa Technical Community College (MTCC) for 1983 to 1988, providing an overview of the philosophy, purpose, and direction of the college; and highlighting its planning process, mission, and institutional and operational goals. The first sections describe the process and environment for planning, presenting background information on economic trends, industry and community needs, and student and service area demographics. Next, planning assumptions are presented in the areas of curriculum, economics, technology, demographics, public relations, and faculty/staff/administration. Then, institutional mission and goals are specificed, indicating that MTCC is committed to a broad educational mission that includes instructional programs and related services which are student oriented, excellent in quality, and easily accessible. Next, the operational goals and objectives of the college are set forth. These include supporting existing quality programs and services, expanding industry-related programs, establishing competencies for degrees and certificates, allowing for student flexibility, initiating programs linked to student interests, emphasizing continuing education programs, maintaining and expanding the developmental education program, and identifying facilities for expansion. Finally, a more detailed statement of the master plan presents specific objectives, identifying the personnel responsible and time frame for each. (HB)

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Maricopa Tech

MASTER PIAN

MARICOPA TECHNICAL COMMUNITY COLLEGE
108 North 40th Street
Phoenix, AZ 85034

MASTER PLAN

1983-1988

INTRODUCTION

The Five-Year Strategic Plan is a statement of the intended direction of education at Maricopa Technical Community College. This edited copy highlights the planning process, the mission, and the institutional and operational goals. It is intended to provide a brief overview of the philosophy, purpose and direction of the college.

PLANNING PROCESS

In October, 1982, MTCC received a grant to develop a Five-Year Master Plan for the college. A project review board of faculty and administrators was established to implement the planning project with the assistance of consultants from the Arizona Office of Planning and Development and Phoenix General Hospital. The strategic planning process included a review of institutional mission and goals, an analysis of environmental conditions and institutional capabilities, and the drafting of planning assumptions and goals. Faculty, staff and students reviewed goals and developed specific objectives and activities for their program areas. Strategies for implementing and monitoring the plan, evaluation procedures, and suggestions for continuing the planning process were recommended. The plan is currently being implemented.

PLANNING ENVIRONMENT

This section summarizes the background information on economic trends, industry and community needs, and student and service area demographics which formed the basis of the assumptions upon which the plan was built.

Economic Trends

Three factors make Arizona a particularly attractive location for business and industrial growth: (1) a good location on east-west transportation routes, (2) slightly lower wages and (3) the "right-to-work" laws. The Governor's Office of Economic Planning and Development, along with the Arizona Association for Industrial Development, has been actively recruiting high technology industries to Arizona.

Most of the sectors of the Arizona economy -- agriculture, mining, construction, manufacturing, TCPU (transportation/communication/public utilities), trade, FIRE (finance/insurance/real estate), services and government -- are currently experiencing declining or neutral growth. Those experiencing some growth (trade, services and some manufacturing) are barely keeping ahead of inflation. It is anticipated that our economy will begin to grow again in 1984.

Predicting economic trends is not an exact science. However, according to the best economic information, the economy should begin to improve during the second half of 1983. The construction industry, one of the worst performers during the recession, will be the first major industry to take-off as we emerge from the recession. Electronics, micro-processing related technology and medical instrument manufacturing should also show strong growth. The hospitality and financial services industries are also expected to grow, but less than the foremen-tioned industries.

Industry and Community Needs

The availability of training programs provided by community colleges has become an increasingly important consideration in business and industry's decisions to relocate or expand. In order to meet these employment needs, community colleges will need to become more active in establishing and maintaining communications with business, industry and government agencies.

Economic development specialists, employed by businesses, banks, public utilities and government agencies, are important contacts who provide key information to industries and businesses considering relocation to Arizona. These specialists should be kept informed about institutional capabilities to meet many training and retraining needs. Advisory committees play an important role in informing the faculty in specific programs about changes in training needs. Maintaining good relationships with community and professional organizations may function as an effective way of marketing college programs and obtaining information on community needs. Community service activities also assist in marketing the institution and provide a variety of contacts.

Student and Service Area Demographics

Enrollments in the Maricopa County Community College District have increased rapidly and are expected to reach 75,000 to 80,000 by 1990. Immigration to the county is expected to continue and will be a significant factor contributing to enrollment growths. Any increases in university tuition costs and potential decreases in student financial aid may also affect community college enrollments. MCCCD's positive image in the community, which has led to a high community college participation rate, is expected to continue.

The number of part-time students is expected to continue to increase as is the number of returning women over age 25. Although academic characteristics are difficult to identify from existing district data, the national average reading level of 8th grade for community college students suggests that consideration may need to be given to establishing prerequisites for some programs, particularly in the high technology areas. Overall, there is expected to be less student emphasis on degrees as both occupational and transfer students select specific courses to meet immediate goals.

PLANNING ASSUMPTIONS

Curriculum

1. MTCC will offer programs and training based primarily on the needs of the local community (individuals, business, industry and government); however, these programs may also be influenced by state and national trends.

2. MTCC will strive to meet current local community training needs while planning for future training needs.

3. Information on training needs will be continually collected and evaluated.

4. MTCC will continue to focus primarily on occupational curricula.

5. General Studies will be expanded to support transfer and occupational programs.

6. Basic academic skills needs will be assessed and tied to a strong placement and advisement process.

Economic

7. Due to reduced tax revenues, educational institutions should plan on tight funding.

8. MTCC must work actively with the local community in staying up to date with technological advances and economic trends.

9. The Job Training Partnership Act will have an impact on this state's training activities.

10. Additional financial resources will be needed to underwrite educational activities.

Technology

11. Training opportunities will continue to arise from new industries and replacement/retraining for existing industries.

12. Basic computer knowledge will become increasingly necessary to meet the demands of work and personal environments.

13. The emphasis of Arizona's economy in the future will be service, technology, and information oriented, rather than manufacturing oriented.

Demographics

14. The population of Maricopa County will continue to increase.

15. The greatest population growth will be on the periphery of the Phoenix metropolitan area.

16. Adequate environmental and physical facilities and equipment will be provided to accommodate the growth of MTCC.

Public Relations

17. The public will demand greater institutional accountability.

18. MCCCD and MTCC will continue to strive to maintain a high profile and positive image in the community.

Faculty/Staff/Administration

19. District and MTCC administrators, faculty, staff and students will support and implement the strategic planning process.

20. District and MTCC administrators, faculty, staff and students will support and implement the Master Plan.

INSTITUTIONAL MISSION AND GOALS

Maricopa Technical Community College is committed to a broad educational mission that includes instructional programs and related services which are student oriented, excellent in quality and easily accessible. These programs prepare people to enter occupations which require various levels of training or to advance in their present occupations. General education courses are offered for a wide variety of purposes which include transfer, developmental education and lifelong learning. Satisfactory completion of programs is recognized by the granting of certificates and associate degrees.

1. To provide occupational courses and programs to meet the needs of students and the work community.

2. To provide general education for the purpose of professional and personal enhancement.

3. To provide support services which facilitate each student's selection and achievement of personal and career goals.

4. To provide courses and programs for job entry, retraining, career advancement and personal satisfaction.

5. To provide in-service education for business, government and industry.

6. To provide university parallel studies for transfer to four-year institutions.

7. To provide basic academic skills courses for the attainment of educational, personal or occupational goals.

8. To provide community services through instructional programs and student activities.

9. To provide opportunities for social and cultural enrichment through curricular and extra-curricular activities.

10. To provide programs for "targeted groups" of business, industry or governmental employees.

OPERATIONAL GOALS AND OBJECTIVES

1. To continue to support existing quality programs, student services and instructional support services.
   - 1.1 Utilize advisory committees to assist with program development and to ensure programs relevant to existing needs.
   - 1.2 Utilize district data on the follow-up of students when system is established.
   - 1.3 Develop a mechanism for reassigned time for program directors, as determined by division chairs.
   - 1.4 Develop a formal mechanism for coordination between programs and student services and instructional support services.
   - 1.5 Provide funds for updating library materials, media and software and staff to attend and monitor its use.
   - 1.6 Hire faculty to reduce reliance on visiting staff.
   - 1.7 Develop procedures to assess employer satisfaction with the job performance of program completers.
   - 1.8 Expand the system for a program for awarding college credit for life experience.
   - 1.9 Continue to strengthen the Honors Program
   - 1.10 Evaluate the current LTS operations in view of its support functions for the District libraries

2. To develop new and expand existing entry level, in-service and entry level retraining programs on campus and at business/industry sites.
   - 2.1 Hire new full-time faculty and encourage current faculty with the understanding that a portion of their teaching load may be in off-campus classes.
   - 2.2 Hire new faculty and encourage existing faculty to work variable day/night and alternating contracts.
   - 2.3 Hire more faculty who possess a multi-disciplinary background (or encourage existing faculty).
   - 2.4 Continue to provide students with faculty who possess academic qualifications and valuable practical experience.
   - 2.5 Emphasize the integration of work experience into the curriculum.
   - 2.6 Initiate on-site, industry-specific training.
   - 2.7 Explore the possibility of utilizing student teachers from universities.
   - 2.8 Attempt to create conditions which allow faculty to teach off-campus classes.
   - 2.9 Utilize the Aloha Inn to accomplish the development of new and existing programs.
   - 2.10 Develop portable multi-media-materials packages to accompany new and existing programs.

3. To establish competencies for all certificates and degrees.
   - 3.1 Establish time frames for each division to complete competencies.
   - 3.2 Publish program competencies in catalog and/or brochures.
   - 3.3 Review and revise competencies periodically as needed.
   - 3.4 Establish competencies for all courses.

3.5 Develop syllabi for all courses clearly indicating learning expectations.
3.6 Where appropriate, develop course modules.
3.7 Review academic standards.

4. To emphasize flexibility in scheduling to permit students to enter classes throughout the year.
4.1 Establish state approved open-entry/open-exit courses in all divisions to ensure student entry on a 12-month basis.
4.2 Provide a registration process to accommodate a flexible yearly schedule.
4.3 Provide flexible scheduling to include intensive, accelerated study, weekend seminars and travel-study tours.
4.4 Provide programs of study on weekends and evenings leading toward degree completion.
4.5 Establish instructional delivery systems utilizing .6⁴ loading where appropriate for individualized study.
4.6 Develop entry-level, block programs to be repeated several times a semester on an on-going basis.
4.7 Schedule course offerings to permit alternating semesters of work and study for co-op opportunities.
4.8 Establish procedures to review faculty loading alternatives.
4.9 Establish guidelines for late-entry courses.
4.10 Establish a rotational availability of faculty to support the 12-month concept, i.e., 9-month flexible contracts.

5. To develop an accelerated instructional delivery system.
5.1 Develop mini-semesters class offerings available anytime state funding is available.
5.2 Research new instructional methodologies with emphasis on audio-visual aids.
5.3 Develop an instructional time frame similar to private vocational schools.
5.4 Develop and offer more 4-8 week modules of study.
5.5 Develop individual courses and modules utilizing CAI including math, reading and English.

6. To initiate new occupational programs based on student interest, needs of business and industry, and available college resources.
6.1 Provide individual(s) in each division with release time for new program development.
6.2 Monitor and assess the community, business and industry need for new courses and programs.
6.3 Continually update college equipment and personnel to reflect state-of-the-art developments.
6.4 As appropriate to programs, utilize part-time instructors and/or consultants as resources for new program development.
6.5 Streamline the process of new occupational program development and approval.
6.6 Explore joint training programs with industry.

6.7 Evaluate new curriculum needs for Hotel/Motel management in coordination with the Aloha Inn facility.
6.8 Assess Chef training options and/or Food Service Management Programs.
6.9 Analyze the need to develop education opportunities for: Retired persons, Minority persons, Women, Mid-Career change, Handicapped, CETA/SER, Municipal employees, Government employees.
6.10 Develop a system to target specific industry needs that can be met by MTCC.
6.11 Initiate new programs for the Joint Training and Partnership Act.
6.12 Offer new occupational programs.

7. To increase service by expanding to a twelve-month, seven-day-a-week, twenty-four hour operation.
7.1 Establish a system of research and review to determine if there is a need for increased hours of instruction and services.
7.2 Explore a rotational availability of faculty.
7.3 Explore flexible hours and work week as part of the hiring conditions for new employees.
7.4 Provide support services to complement instructional hours of operation.

8. To sustain a strong emphasis on continuing education programs.
8.1 Develop the Aloha Inn as the MTCC base for Continuing Education programs.
8.2 Establish summer programs for school age youth.
8.3 Establish a comprehensive program for the displaced worker.
8.4 Develop non-credit courses and workshops with occupational emphasis.

9. To develop, expand and maintain the developmental education program.
9.1 Continue to use the College Developmental Education Task Force to make recommendations for the Developmental Education program.
9.2 Continue to offer and expand block courses which allow students to concurrently enroll in developmental classes and courses in their designated major field of study.
9.3 Investigate the potential benefits to students and faculty having an integrated library/learning center/media/computer lab supplementing classroom activities.
9.4 To establish a library of instructional software and other materials for developing or remediating student skills.
9.5 To develop instructional materials/microcomputer programs to supplement classroom instruction in reading, writing, and math.
9.6 To develop CAI units to provide review/remediation in specific occupational content areas.

10. To establish or maintain and utilize a system or systems of program review for evaluation, modification and/or deletion of programs and courses.
10.1 Initiate program review procedures at the program level.
10.2 Include advisory committee input in program review process.
10.3 Utilize student follow-up data for evaluation.
10.4 Ensure annual review of program relevancy by the advisory committee.

11. To provide accurate labor market information for advising and placement.
    - 11.1 Maintain in the Career and Educational Planning Center current employment and placement data and disseminate as appropriate.
    - 11.2 Develop and maintain liaison with state and private employment agencies to identify current employment needs.
    - 11.3 Collect, publish and distribute labor market information and current employment data to students and other interested parties in a more effective manner.
    - 11.4 Encourage, promote and educate individuals in the use of Guidance Information System.

12. To pursue additional and alternative resources.
    - 12.1 Solicit donations from business and industry.
    - 12.2 Develop contacts through Alumni Association to acquire resources.
    - 12.3 Publish a "gift list" of needed items to which the general public may respond.
    - 12.4 Initiate a program for community members to volunteer at MTCC.
    - 12.5 Continue to develop proposals to foundations and granting agencies.
    - 12.6 Develop an exchange program between MTCC employees and local business and industry.
    - 12.7 Seek government and private sector contracts.
    - 12.8 Utilize fund-and-friend raising.
    - 12.9 Solicit advertising on local radio and TV stations.

13. To improve the marketing of MTCC to the public, educational and business communities.
    - 13.1 Market the county-wide role of MTCC.
    - 13.2 Promote an awareness of MTCC and its mission by Faculty and Administrative involvement in business and professional organizations.
    - 13.3 Market MTCC's ability to provide training for specific business, industry and government needs.
    - 13.4 Use the alumni to market the college.
    - 13.5 Expand current internal marketing efforts.
    - 13.6 Market MTCC as a responsible agent in anticipating and meeting community educational needs.
    - 13.7 Stress MTCC's role as a community college, not a private institution.
    - 13.8 Organize a speakers' bureau consisting of faculty, administration and students.
    - 13.9 Promote the philosophy that recruitment is an individual responsibility shared by all college personnel.
    - 13.10 Increase articulation with high school vocational programs.
    - 13.11 Promote block programs to agencies and businesses.
    - 13.12 Promote and publicize flexible scheduling.
    - 13.13 Promote life-long education.
    - 13.14 Establish a phone hot-line using people or tape playing machines to share college and program information with the community.
    - 13.15 Provide an open house for local industry, displaying our areas of technology training and our ability to be of help to them.

14. To maintain timely information on current and future economic conditions and trends.
    - 14.1 Utilize the services of the Governor's Office of Economic Planning and Development, the Department of Economic Security, Chambers of Commerce, and the State Department of Education.
    - 14.2 Maintain membership on District High Technology Committee.
    - 14.3 Provide workshops and seminars for MTCC faculty and staff.
    - 14.4 Utilize economic forecasts regarding current and future economic trends to ascertain future labor market demands of new, evolving, and declining technologies.
    - 14.5 Maintain membership in local chambers of commerce.
    - 14.6 Maintain relationships with economic development specialists in organizations such as banks and public utilities.
    - 14.7 Establish annual event featuring a forecast of high technology in Arizona (possibly presented by a prestigious public figure).

15. To strengthen ties with business, industry and government.
    - 15.2 Increase appropriate participation in co-op.
    - 15.3 Increase on-the-job training programs.
    - 15.4 Provide advanced career training programs.
    - 15.5 Develop linkage between MTCC and business-and-industry-operated training programs.
    - 15.6 Increase support services necessary for industry programs.
    - 15.7 Develop education-to-work transition activities (i.e., internships, practicums).
    - 15.8 Develop a plan allowing short-term leaves for faculty/staff encouraging them to acquire current work experience in areas pertinent to their positions at MTCC.
    - 15.9 Develop more interaction with area unions and other labor organizations to assist in retraining and providing additional opportunity for MTCC students.

16. To use the planning process as a management tool.
    - 16.1 Establish procedures for annual update of planning environment, planning assumptions and college goals.
    - 16.2 Review and revise objectives and activities on a yearly basis.
    - 16.3 Continue administrative support for master planning process.
    - 16.4 Coordinate the budgeting process with the planning process

17. To expand student job placement services.
    - 17.1 Continue establishment of a system to assess MTCC's rate of job placement.
    - 17.2 Increase the involvement of faculty in job placement activities utilizing the recommendation, consultation and coordination procedure.
    - 17.3 Provide students with training in how to find a job.
    - 17.4 Publicize job placement services both within and outside the institution.
    - 17.5 Create and maintain a temporary student help service.
    - 17.6 Track students in the job market.

17.7 Establish a system for distribution of employment and placement data as part of the recruitment and advising process.
17.8 Continue job development through personal contacts.
17.9 Continue to sponsor Job Fairs.
17.10 Maintain systematic linkages with program completers which will encourage on-going use of career development services.
17.11 Develop short self-paced, open-entry, multi-media course and presentation directed toward providing appropriate job-seeking skills.

18. To provide a career development program that supports the individual pursuit of educational and work objectives.
18.1 Continue to provide and improve career testing and counseling services.
18.2 Organize career workshops and provide classroom presentations.
18.3 Develop career education courses which explain, assist and introduce incoming students to the resources available in the Career and Educational Planning Center.
18.4 Incorporate career planning as part of a required curriculum.
18.5 Continue the development of instructional units on realistic job expectations and employment outlook.
18.6 Provide students the opportunity to expand their knowledge of careers by attending specialized career exploration classes.

19. To continue promoting a student centered approach in course and program development, grading system, class and program scheduling, instructional approaches, and services.
19.1 Develop an evening student committee.
19.2 Provide human relations workshops for staff to continue the promotion of a student centered approach.
19.3 Continue to orient new employees on the importance of being student centered.
19.4 Improve intra-institutional communication regarding changes in policies and procedures.
19.5 Develop a coordinated class scheduling system that adequately meets students needs.
19.6 Hold classes open at the beginning of the semester so they can be filled, not cancelled.
19.7 Improve schedule planning to reduce cancelled classes.
19.8 Continue to give students an opportunity to evaluate their courses and instructors every semester.
19.9 Establish an Honors Activities Program for part-time students

20. To develop a simplified financial aid application system which will increase the effectiveness of the Financial Aid office.
20.1 Implement an on-line financial aid system.
20.2 Review and update the on-line system to include changes in regulations and policy.
20.3 Review and update the on-line system to include improvement if applicable.

21. To develop a more convenient admissions and registration system, which will make the college more accessible to the public.
    - 21.1 Review, evaluate and update the on-line registration system after each registration.
    - 21.2 Implement a registration procedure for non-credit, weekend and seminar courses.
    - 21.3 Establish off-campus on-line registration capabilities.
    - 21.4 Eliminate the duplication in paperwork required of students.
    - 21.5 Prepare and implement an advisement/orientation package.
    - 21.6 Continue to produce current class schedules and catalogs.

22. To develop comprehensive staff development plans, which facilitate both individual improvement and attainment of institutional goals.
    - 22.1 Utilize input from all employee groups in the comprehensive staff development plan.
    - 22.2 Develop goals and objectives for yearly staff development planning.
    - 22.3 Provide a staff development program for part-time faculty.
    - 22.4 Utilize teleconferencing/video-tape training opportunities in staff development.
    - 22.5 Develop faculty workshops that will train faculty with state-of-the-art information.
    - 22.6 Develop faculty workshops that will present adult learning techniques and delivery systems.

23. To continue to promote positive morale among faculty, staff and students.
    - 23.1 Regularly assess the morale of the college community.
    - 23.2 Encourage participation by all groups in positive morale activities.
    - 23.3 Expand opportunities for staff/faculty functions that promote "getting to know each other."
    - 23.4 Create an awareness of the availability of "crisis intervention" counseling services for students and employees.
    - 23.5 Continue to encourage participation of faculty and administration in student events.
    - 23.6 Provide an ongoing channel of communication to convey suggestions for improving all aspects of working conditions.
    - 23.7 Encourage participation by all groups in helping keep environment cleaner.
    - 23.8 Design a more informative staff bulletin.
    - 23.9 Assess needs for photocopy and telephone services.

24. To identify facilities for MTCC expansion.
    - 24.1 Explore development of facilities for student development/student activities (a Student Union).
    - 24.2 Use Aloha Inn for MTCC expansion.
    - 24.3 Explore new location for LTS.
    - 24.4 Investigate expanding and improving Library facilities.

25. To establish an assessment process that will help students make informed choices and will assist college personnel with the accurate placement of students in appropriate courses.
    - 25.1 To establish a proper academic placement process.

25.2 Review possibility of establishing minimum scores for reading, English, and math placement tests for entrance into each program.
25.3 To identify basic academic skill competencies appropriate for students entering occupational programs.
25.4 Establish, through testing, student competency for assignment to proper class level in order that students may succeed.
25.5 To establish a minimum criteria of identifying student characteristics that ensure success in such a program.

26. To develop an Academic Advising System.
26.1 Develop materials that support the academic advising system.
26.2 Identify a systematic approach to educational planning that helps students to accurately select programs and courses.
26.3 Monitor the academic progress of students.

27. To establish an orientation system for new students.
27.1 Provide an effective new student orientation system which can be offered at any time during the year.
27.2 Develop informational materials which support the student orientation program.

Maricopa Tech

MASTER PLAN

MARICOPA TECHNICAL COMMUNITY COLLEGE
108 North 40th Street
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MASTER PLAN

1983-1988

INTRODUCTION

The Five-Year Plan is a statement of the intended direction of education at Maricopa Technical Community College. The plan begins with an outline of the planning process, a description of the planning environment, and delineation of planning assumptions. It states the mission of the college, the institutional goals, and the operational goals which are supported by specific objectives.

PLANNING PROCESS

In October, 1982, MTCC received a Title III grant to develop a five year master plan for the college. A project review board was established to assure proper implementation of the planning project:

Charles Green, President
Harry Fletcher, Dean of Instruction
Bill Harris, Dean of Student Services
Fred Gaudet, Associate Dean of Instruction
Alex Backus, Chair, Division of Health Services
Warren Buxton, Faculty, Computer Technology
Jane Irvin, Faculty, Office Education

MTCC's Director of Instructional Services, Kay Martens, assumed responsibility for coordination of the planning process with the assistance of two graduate interns, TJ Taub and Barry Lillie.

Two consultants were hired to assist in designing the planning process, provide information on current and projected economic and demographic trends, and recommend procedures for continued up-dating of the plan. They were:

Bill Vandenbosch, Vice President - Planning and Marketing
Phoenix General Hospital

Bill Voigt, Deputy Director - Arizona Office of Economic Planning and Development

The planning process was designed to include three phases. Pre-planning, developing the plan for planning, occurred in October and early November. Strategic planning, the November - January phase, included a review of institutional mission and goals, an analysis of environmental conditions and institutional capabilities, and the drafting of planning assumptions and goals. During Operational planning, February - April, MTCC faculty, staff and students reviewed goals and developed specific objectives for their program areas. Outcomes and resource requirements will be specified. Strategies for implementing and monitoring the plan, evaluation procedures, and suggestions for continuing the planning process were developed in May.

PLANNING ENVIRONMENT

The information summarized in this section reflects segments of the internal and external environment of MTCC. This background information addresses economic trends, industry and community needs, and student and service area demographics.

Economic Trends

Three factors make Arizona a particularly attractive location for business and industrial growth: (1) a good location on east-west transportation routes, (2) slightly lower wages and (3) the "right-to-work" laws. The Governor's Office of Economic Planning and Development, along with the Arizona Association for Industrial Development, has been actively recruiting high technology industries to Arizona.

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Enrollments in the Maricopa County Community College District have increased rapidly and are expected to reach 75,000 to 80,000 by 1990. In-migration to the county is expected to continue and will be a significant factor contributing to enrollment growths. Any increases in university tuition costs and potential decreases in student financial aid may also affect community college enrollments. MCCCD's positive image in the community, which has led to a high participation rate, is expected to continue.

The number of part-time students is expected to continue to increase as is the number of returning women over age 25. Although academic characteristics are difficult to identify from existing district data, the national average reading level of 8th grade for community college students suggests that consideration may need to be given to establishing prerequisites for some programs, particularly in the high technology areas. Overall, there is expected to be less student emphasis on degrees as both occupational and transfer students select specific courses to meet immediate goals.

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3. Information on training needs will be continually collected and evaluated.

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5. General Studies will be expanded to support transfer and occupational programs.

6. Basic academic skills needs will be assessed and tied to a strong placement and advisement process.

Economic

7. Due to reduced tax revenues, educational institutions should plan on tight funding.

8. MTCC must work actively with the local community in staying up to date with technological advances and economic trends.

9. The Job Training Partnership Act will have an impact on this state's training activities.

10. Additional financial resources will be needed to underwrite educational activities.

Technology

11. Training opportunities will continue to arise from new industries and replacement/retraining for existing industries.

12. Basic computer knowledge will become increasingly necessary to meet the demands of work and personal environments.

13. The emphasis of Arizona's economy in the future will be service, technology, and information oriented, rather than manufacturing oriented.

Public Relations

14. The public will demand greater institutional accountability.

15. MCCCD and MTCC will continue to strive to maintain a high profile and positive image in the community.

Faculty/Staff/Administration

16. District and MTCC administrators, faculty, staff and students will support and implement the strategic planning process.

17. District and MTCC administrators, faculty, staff and students will support and implement the master plan.

Demographics

18. The population of Maricopa County will continue to increase.

19. The greatest population growth will be on the periphery of the Phoenix metropolitan area.

20. Adequate environmental and physical facilities and equipment will be provided to accommodate the growth of MTCC.

MISSION

Maricopa Technical Community College is committed to a broad educational mission that includes instructional programs and related services which are student oriented, excellent in quality and easily accessible. These programs prepare people to enter occupations which require various levels of training or to advance in their present occupations. General education courses are offered for a wide variety of purposes which include transfer, developmental education and lifelong learning. Satisfactory completion of programs is recognized by the granting of certificates and associate degrees.

INSTITUTIONAL GOALS

1. To provide occupational courses and programs to meet the needs of students and the work community.

2. To provide general education for the purpose of professional and personal enhancement.

3. To provide support services which facilitate each student's selection and achievement of personal and career goals.

4. To provide courses and programs for job entry, retraining, career advancement and personal satisfaction.

5. To provide in-service education for business, government and industry.

6. To provide university parallel studies for transfer to four-year institutions.

7. To provide basic academic skills courses for the attainment of educational, personal or occupational goals.

8. To provide community services through instructional programs and student activities.

9. To provide opportunities for social and cultural enrichment through curricular and extra-curricular activities.

10. To provide programs for "targeted groups" of business, industry or governmental employees.

OPERATIONAL GOALS AND OBJECTIVES

1. To continue to support existing quality programs, student services and instructional support services.

   1.1 Utilize advisory committees to assist with program development and to ensure programs relevant to existing needs.

   a. Continue to use Advisory Committees at least annually to ensure relevancy of existing programs.....Bydalek, Sperstad, Frost, Matteson..8/83-5/88

   b. Ensure annual Advisory Committee meetings.....Gaudet.....7/83-6/84

   c. Continue to utilize advisory committees to ensure program relevancy.....Backus, August.....8/83-8/88

   d. Continue to use advisory committee handbook for proper utilization of committee.....Backus, August.....8/83-8/88

   e. Meet all requirements for optimal utilization of advisory committees.....Backus, Carrico....7/83-8/88

   f. Reorganize the Respiratory Care Advisory Committee.....Stein.....8/83-8/84

   g. Reorganize Industry Education Advisory Committee.....Sperstad.....9/83-8/84

   h. Explore establishing Advisory Committee for Continuing Education.....Lappas.....8/83-5/84

   i. Explore establishing Advisory Committee for Arts & Sciences.....Martens.....8/83-5/84

   j. Develop a Lay Advisory Committee to the General Studies Division.....Gen. Studies, Faculty (Goode).....9/83-9/88

   k. Continue to use Advisory Committees annually to ensure relevancy of existing programs.....Zendle.....8/83-5/88

   1.2 Utilize district data on the follow-up of students when system is established.

   a. Utilize follow-up data as input for annual advisory committee meetings reviewing courses and programs.....Bydalek, Sperstad, August.....When available

   b. Review follow-up data as available.....Gaudets, Martens.....When available

c. Utilize follow-up data as available to identify program strengths and areas of improvement.....Backus.....When available
d. Utilize follow-up data to identify program strengths and weaknesses.....Walters.....When available
e. Utilize follow-up data as available to plan recruitment, advising and retention activities.....Wyatt.....When available
f. Utilize district data as indicators of general studies course needs.....Goode.....When available
g. Review graduate follow-up data and implement changes as indicated.....Starr.....5/84
h. Utilize follow-up data as input to monitor programs.....Zendle.....When available (Mech Tech Faculty)

1.3 Develop a mechanism for reassigned time for program directors, as determined by division chairs.
a. Work with the administration on devising a system for granting reassigned time for program directors.....Bydalek.....8/83-5/85
b. Work with division chairs to implement mechanism for reassigned time.....Backus.....8/84-8/88 Sperstad, August
c. Develop mechanism for reassigned time for course development reorganization/improvement.....Goode.....9/83-5/84
d. Cooperate with administration and other division chairs to implement system.....Zendle.....When available

1.4 Develop a formal mechanism for coordination between programs and student services and instructional support services.
a. Develop a coordinating system or ad hoc committee to disseminate information.....Green.....12/83
b. Establish lines of programmatic articulation with faculty through liason functions with divisions and departments.....Hoover, Gurule.....Ongoing Brown, Clouse
c. Investigate the inclusion of information concerning applicable District-wide support services such as LTS.....Lowman.....10/83-6/84

d. Develop placement guidelines for student services area.....Goode.....9/83-5/84
   (a) Level of achievement
   (b) Number of students acceptible to overload for all classes. (Maximum)
   (c) System for achieving part-time instructor's signatures

1.5 Provide funds for updating library materials, media and software and staff to attend and monitor its use.
   a. Obtain additional funds through the writing of grants.....Berkshire.....Ongoing
   b. Develop a simplified media reservation and scheduling system.....Berkshire.....1/84
   c. Develop an annotated media catalog of IMC video tape collection.....Berkshire.....3/83-9/83
   d. Develop a computer data base for IMC inventory control.....Berkshire.....1/83-9/83
   e. Develop and utilize an IMC service evaluation instrument.....Berkshire.....9/83-Ongoing
   f. Investigate the potential of an on-line computer film booking system with Central Arizona Film Co-op at A.S.U.....Berkshire.....9/83

1.6 Hire faculty to reduce reliance on visiting staff.
   a. Continue to make known staffing needs each year.....Bydalek, Sperstad.....8/83-5/88
   b. Hire faculty as needs arise through staffing committee or replacement.....Backus, Sperstad, August.....7/83-8/88
   c. Hire a new faculty member for Fall 1984.....LaFleur.....9/84

1.7 Develop procedures to assess employer satisfaction with the job performance of program completers.
   a. Survey employers to determine degree of satisfaction with program completers.....Rasmusson, August, Carrico.....8/84-8/86

1.8 Expand the system for a program for awarding college credit for life experience.
   a. Explore possibility of awarding credit for experiential learning.....Lappas.....9/83-1/86

b. Establish course equivalents for
Certified Professional Secretary(CPS)..Bydalek.....8/83-12/83
Certified Data Processor(CDP).....Buxton.....8/83-12/83
Department of Public Safety in-house
training(DPS).....Brown.....8/83-12/83

c. Develop a mechanism for awarding
credit for job experience.....Rodriguez.....8/83-8/86
Matteson

d. Develop a written procedure to
award credit by evaluation to
Health Unit Coordinators for
both work experience and for
national certification.....LaFleur.....5/84

1.9 Continue to strengthen the Honors Program

a. Expand the Honors Program to
include 3 credit Honors Classes.....Ilstrup.....8/83-5/84
(Honors Mentors)

b. Continue to strengthen the
quality of the Honors Program.....Ilstrup.....9/83-5/84

c. Continue to strengthen Honors
Program to include more areas
and 3-credit Honors classes.....Goode, Rister.....9/83-5/84

1.10 Evaluate the current LTS operations in view of its support functions for the District libraries

a. Study existing LTS facilities
assessing all aspects of relo-
cation.....Lowman.....9/83-5/84

b. Review LTS functions and evaluate
adequacy of existing staffing
patterns to support such functions.....Lowman.....9/83-5/84

c. Explore possibility of utilizing
students at LTS, specifically
those from the Library Technology
classes offered at GCC and MCC.....Lowman.....9/83-12/83

d. Utilize the Library Instructional
Council to examine the telephone
back-up services provided by LTS
to all District libraries.....Lowman.....9/83-8/84

e. Review existing on-line computer
systems projecting links between
LTS and all District libraries.....Lowman.....9/83-10/84

f. Market the District-wide role
of LTS to faculty, staff and
students.....Lowman.....Ongoing

2. To develop new and expand existing entry level, in-service and entry level retraining programs on campus and at business/industry sites.

2.1 Hire new full-time faculty and encourage current faculty with the understanding that a portion of their teaching load may be in off-campus classes.

a. As new faculty are interviewed and hired they will be told that part of their teaching load may be off-campus.....Bydalek, Sperstad.....6/83-5/88

b. Encourage current faculty to teach off-campus.....Bydalek, Sperstad, August, Matteson, Carrico.....6/83-5/88

c. Hire new full-time faculty and encourage current faculty to accept a portion of their teaching load as off-campus classes.....Goode.....9/83-5/88

d. Encourage faculty to teach off campus when feasible.....Zendle.....8/83-5/88

2.2 Hire new faculty and encourage existing faculty to work variable day/night and alternating contracts.

a. As new faculty are interviewed and hired they will be told that part of their teaching load may be in the evening and that they might have alternating contracts (should alternating contracts become a reality).....Bydalek.....8/83-5/88

b. Hire new faculty and encourage current faculty to work day/night contracts.....Goode.....9/83-5/88

2.3 Hire more faculty who possess a multi-disciplinary background (or encourage existing faculty).

a. As new faculty slots are made available, advertise for dual or multiple discipline people.....Bydalek.....8/83-5/88

b. Have existing faculty fill available slots.....Carrico.....9/83-5/84

c. Continue to hire faculty with multi-disciplines and encourage current faculty to develop multi-disciplinary capabilities.....Goode.....9/83-5/88

2.4 Continue to provide students with faculty who possess academic qualifications and valuable practical experience.

a. As new faculty are selected, continue to recommend people who are both academically and experientially qualified.....Bydalek.....8/83-5/88

b. Recommend to President the best qualified candidates.....Backus.....7/83-8/88

c. Re-evaluate course offerings and course contents for purpose of determining suitability to student's needs and college needs.....Goode.....9/83-5/88

d. Encourage faculty to attend seminars and workshops to keep current with changing technology.....Zendle.....8/83-5/88

2.5 Emphasize the integration of work experience into the curriculum.

a. Expand medical transcriptionist "internship" program.....Irvin.....8/83-5/85

b. Expand on-site (college) work experience in data entry using actual jobs from other areas of the college or selected external organizations.....Maskell.....8/83-5/85

c. Explore similar on-site or external experiences for word processing students.....Larson.....8/83-5/86

d. Explore similar on-site or external experiences for data processing students.....Buxton.....8/83-5/86

e. As curricula are modified, integrate Co-op credits as required or elective..Bydalek.....8/83-5/88

f. Explore with faculty and advisory committees integration of work experience into program offerings.....Gaudet.....8/83-6/88

h. Expand Co-op credit acceptance into additional curriculum through further discussion with division heads.....Gaudet.....Ongoing

2.6 Initiate on-site, industry-specific training.

a. Assist in development of formal arrangements with businesses in order to provide work-site experiences.....Lappas, Gaudet.....7/83-6/88

b. Initiate on-site in-service training utilizing a menu of 1/2 credit courses.....Rodriguez.....8/84-8/84

c. Continue to foster close relationships with industry through advisory committees and personal contacts.....Zendle, (Mech Tech Faculty).....8/83-5/88

2.7 Explore the possibility of utilizing student teachers from universities.

a. Investigate the utilization of of interns from universities at District-wide facilities such as LTS.....Lowman.....9/83-12/83

2.8 Attempt to create conditions which allow faculty to teach off-campus classes.

a. Obtain permission to use full or part-time faculty in off-campus locations.....Backus.....8/84-8/88 August

b. Expand opportunities for on-site General Studies course offerings.....Goode.....9/83-5/84

2.9 Utilize the Aloha Inn to accomplish the development of new and existing programs.

a. Develop General Studies courses around use of Aloha as hospitality studies.....Goode.....9/83-5/88

2.10 Develop portable multi-media-materials packages to accompany new and existing programs.

a. Explore the feasibility of developing portable multi-media material packages to accompany new and existing programs.....Berkshire.....Ongoing August

b. Input from Marketing to Media Center for image of MTCC.....Data.....Ongoing

c. Continue to develop media packages to accompany lecture, lab and in-service courses.....Walters.....8/84-8/88 August

d. Develop portable Multi-Media materials packages for new/existing courses.....Goode.....9/83-5/84
(a) EN 061 and EN 071
(b) MA 033
(c) Others

e. Develop computer packets for new and existing courses.....Goode.....9/83-5/88

3. To establish competencies for all certificates and degrees.

3.1 Establish time frames for each division to complete competencies.

a. Establish time frames to complete program competencies.....Bydalek.....8/83-5/84

b. Establish time frame with division chairs for submission of certificate and degree competencies to State Community College Board.....Gaudet.....9/83
c. Establish a time frame for developing competencies for the Health Unit Management Certificate and Degree Program.....LaFleur.....1/84
d. Establish time frame for division to complete program competencies and encourage adherence to same.....Zendle.....8/83-5/88

3.2 Publish program competencies in catalog and/or brochures.
a. Determine sign-off procedures.....Gaudet.....6/83-8/83
b. Print program competencies for sign-off.....Gaudet.....8/83-8/85
c. Ensure programs have developed the material for publication of program competencies.....Backus.....8/84-8/88
d. Prepare materials for publication of competencies in catalogue.....Stein.....8/84-8/88

3.3 Review and revise competencies periodically as needed.
a. Annual review of competencies by advisory committees.....Gaudet.....8/83-8/88
b. Review and revise competencies as courses and programs are developed and/or modified.....Bydalek.....8/83-5/88
c. Ensure course competencies are up-to-date as courses are modified.....Backus.....8/84-8/88
d. Ensure course competencies are up-to-date.....Stein.....8/83-8/88
e. Review and revise program competencies.....Walters.....8/84-8/88
f. Ensure course competencies are up-to-date as courses are modified.....Zendle.....8/83-5/88 (Mech Tech Faculty)

3.4 Establish competencies for all courses.
a. Continue to develop course competencies as program competencies are established.....Bydalek.....8/83-5/88
b. Ensure development of course competencies for all courses.....Backus.....8/83-8/88
c. Continue to develop program competencies as course competencies are established.....Cohen, Williams, Jones, Turner....8/83-5/84

d. Establish competencies for all General Studies courses.....Goode.....9/83-5/88
e. Establish time frame information to faculty concerned and encourage adherence to deadlines.....(Zendle).....8/83-5/84
f. Continue to develop course competencies as program competencies are established.....Zendle.....8/83-5/88

3.5 Develop syllabi for all courses clearly indicating learning expectations.
a. Collect course syllabus with competencies after development.....Gaudet, Sperstad.....7/83-8/88
b. Continue to develop course syllabus showing learning expectations.....Bydalek (Business Faculty).....8/83-5/88
c. Review syllabi for existing Health Unit Coordinator courses and update as needed.....Starr, LaFleur.....5/84
d. Continue to encourage faculty to include in their course outlines specific learning expectations.....Zendle.....8/83-5/88
e. Review and revise competencies periodically as needed.....Zendle (Mech Tech Faculty).....8/83-5/88

3.6 Where appropriate, develop course modules.
a. Develop more course modules in:
Data Entry (DE).....Maskell.....8/83-5/88
Business-Personal Computers (BP).....Buxton.....8/83-5/88
Office Education (OE).....Larson, Irvin.....8/83-5/88
Solar I (ST 110).....Carrico.....9/83-5/84

3.7 Review academic standards.
a. Continue to review academic standards as each faculty person plans for or prepares for the upcoming semester's teaching load.....Bydalek.....8/83-5/88

4. To emphasize flexibility in scheduling to permit students to enter classes throughout the year.

4.1 Establish state approved open-entry/open-exit courses in all divisions to ensure student entry on a 12-month basis.

4.2 Provide a registration process to accommodate a flexible yearly schedule.

a. Combine Cashier's and Financial Aid's responsibility in registration process.....Hulse.....10/83-5/84

4.3 Provide flexible scheduling to include intensive, accelerated study, weekend seminars and travel-study tours.

a. Communicate with evening supervisors and department chairs regarding scheduling.....Lappas, Sperstad, Carrico, Babcock.....Ongoing

b. Continue development of CPS exam preparation program for Garrett Turbine.....Bydalek.....8/83-5/84

c. Continue to provide intensive training (accelerated) in Data Entry and Office Education.....Maskell, Larson, Irvin.....8/83-5/88

d. Provide accelerated training in Business-Personal Computers.....Buxton.....8/83-5/85

e. Provide flexibility by scheduling to include accellerated study, seminars travel-study tours, etc.....Goode.....9/83-5/88
   (a) coordinate with Honors Program
   (b) Refresher courses for advanced students

f. Offer the Health Unit Coordinator Review Course during a two-day seminar.....LaFleur, Schneider.....Sp/84

4.4 Provide programs of study on weekends and evenings leading toward degree completion.

a. Solicit division chairs & faculty for alternative program times.....Lappas, Frost.....10/83

b. Plan and implement the availability of evening Financial Aid service.....Wolfe.....Ongoing

c. Increase course offerings on week-ends.....Goode.....9/83-5/88

4.5 Establish instructional delivery systems utilizing .04 loading where appropriate for individualized study.

a. Continue to evaluate .04 loaded courses.....Frost.....Ongoing

b. Utilize .04 loading when appropriate.....Goode.....9/83-5/88

4.6 Develop entry-level, block programs to be repeated several times a semester on an on-going basis.

a. Discuss with division chairs block programs for scheduling more than once a semester.....Gaudet.....9/83

b. Develop and offer basic skills program blocks.....Redhouse, Martens.....9/83-3/84

c. Provide entry level block programs several times a semester in Data Entry, Office Education and Refrigeration.....Maskell, Irvin, Larson, Babcock....8/83-5/86

d. Evaluate entry-level basic skills block programs.....Martens.....Ongoing

4.7 Schedule course offerings to permit alternating semesters of work and study for co-op opportunities.

a. Schedule courses to permit alternating semesters of work.....Goode.....9/83-5/88

4.8 Establish procedures to review faculty loading alternatives.

a. Identify areas needing alternative loading formulas.....Backus, August, Matteson.....8/84-8/88

b. Recommend procedures to review load hours for lecture/lab equal lecture.....Carrico/Babcock....9/83-5/84

4.9 Establish guidelines for late-entry courses.

a. Review existing late-entry guidelines with division chairs, counselors, and Career Information personnel.....Gaudet.....7/83-9/83

b. Establish firm guidelines for late-entry courses.....Sydalek, Frost, August, Sperstad.....8/83-5/85

c. Utilize current software and the entry competencies for Basic Skills and establish specific modules corresponding to the needed competencies.....Redhouse, Sheets.....Ongoing

4.10 Establish a rotational availability of faculty to support the 12-month concept, i.e., 9-month flexible contracts.

5. To develop an accelerated instructional delivery system.

5.1 Develop mini-semesters class offerings available anytime state funding is available.

a. Encourage and assist in development of May-June and mini-semester offerings.....Lappas, Gaudet.....7/83-6/88

b. Develop and/or expand mini-semester class offerings for General Studies.....Goode.....7/83-6/88

5.2 Research new instructional methodologies with emphasis on audio-visual aids.

a. Initiate in-service workshops to inform faculty of available software.....Berkshire.....Ongoing

5.3 Develop an instructional time frame similar to private vocational schools.

5.4 Develop and offer more 4-8 week modules of study.

a. Investigate the potential of offering "current issue" courses.....Berkshire.....8/83-5/84

b. Implement existing and develop new short modules in: Data Entry (continuous process).....Maskell.....8/83-5/88
Business-Personal Computers (continuous process).....Buxton.....8/83-5/88
Data Processing - RPG course.....Maish.....8/83-5/84
Office Education-Typing III.....Irvin.....8/83-5/85
CAD-Computer Graphics.....August, Mattson....8/83-5/84

c. Develop and improve modules of study (EN 061 and EN 071).....Goode, Rister.....6/84-7/84

d. Correlation/sequence of English courses.....Goode, Rister.....6/84-7/84
(a) EN 061
(b) EN 071
(c) EN 101

e. Continue to encourage the development of mini-courses.....Zendle.....8/83-5/88

5.5 Develop individual courses and modules utilizing CAI including math, reading and English.

a. Work with faculty to identify areas where CAI can be utilized to support classroom instruction.....Sheets.....8/83-5/84

6. To initiate new occupational programs based on student interest, needs of business and industry, and available college resources.

6.1 Provide individual(s) in each division with release time for new program development.

a. Make faculty of the division aware of the release time available for program development (Availability of release time up to Administration).....Bydalek, Zendle....8/83-5/84

b. Secure funding for release time for new program development.....Gaudet.....9/83-8/88

c. Identify people who wish to participate in program development.....Backus, Zendle.....8/84-8/88

6.2 Monitor and assess the community, business and industry need for new courses and programs.

a. Continue to assess needs for new courses and programs through annual review of courses and programs with advisory committees.....Bydalek, Sperstad..8/83-5/88

b. Solicit advisory committee perception of need for new courses and programs. .....Gaudet.....7/83-6/88

c. Monitor High Technology Advisory Committee minutes, newsletters, and surveys.....Gaudet.....7/83-6/88

d. Respond to identified needs for new programs and/or courses.....Backus, August.....8/83-8/88 Matteson

6.3 Continually update college equipment and personnel to reflect state-of-the-art developments.

a. Secure external resources for updating college equipment.....Gaudet, August.....7/83-6/88 Matteson

b. Continue to update equipment based on Advisory Committee input.....Bydalek, August....8/83-5/88 Matteson

c. Continue to encourage personnel to keep updated.....Bydalek, Sperstad..8/83-5/88

d. Develop data base materials through personal development of faculty members.....Maish.....8/83-5/85

e. Develop word processing materials through personal development of faculty members.....Maskell.....8/83-5/85

g. Encourage staff development.....Backus, Sperstad...8/83-8/88 August, Matteson

h. Encourage capital replacement or acquisition of new equipment.....Backus, August.....8/83-8/88 Matteson

i. Expand use of state-of-the-art equipment for administrative purposes.....Green.....Ongoing
j. Encourage faculty to update or replace obsolete equipment with state-of-the-art equipment.....Zendle.....8/83-5/88

6.4 As appropriate to programs, utilize part-time instructors and/or consultants as resources for new program development.
a. Continue to utilize part-time faculty to develop new courses and/or programs, particularly in the high-tech areas of DP, DE, BP, WP, AD, DT.....Bydalek.....8/83-5/88 August, Matteson
b. Create a list of part-time instructors and potential consultants as resources for new program areas.....Gaudet.....7/83-6/88
c. Identify alternative personnel to facilitate new course or program development.....Backus, Matteson..8/83-8/88

6.5 Streamline the process of new occupational program development and approval.

6.6 Explore joint training programs with industry.
a. Continue to develop Semiconductor Process Technology.....Gaudet, Sperstad...7/83-5/84
b. Continue to develop college level training program with Dept. Public Safety, Motorola, Unidynamics, Garrett, Good Samaritan Hospital.....Lappas.....Ongoing
c. Continue to develop Robotics Program.....Gaudet, Sperstad...7/83-5/85
d. Develop curriculum for T.V. Set Design and Production.....August.....10/83-5/84

6.7 Evaluate new curriculum needs for Hotel/Motel management in coordination with the Aloha Inn facility.
a. Review need for Hotel/Motel Management program.....Gaudet.....7/83-10/83

6.8 Assess Chef training opticns and/or Food Service Management Programs.

6.9 Analyze the need to develop education opportunities for: Retired persons, Minority persons, Women, Mid-Career change, Handicapped, CETA/SER, Municipal employees, Government employees.
a. Identify a person for the handicapped student's physical emotional needs.....Harris.....8/84

6.10 Develop a system to target specific industry needs that can be met by MTCC.

6.11 Initiate new programs for the Joint Training and Partnership Act.
- a. Respond to requests for proposals for training programs.....Lappas.....As needed Matteson

6.12 Offer new occupational programs.
- a. Develop programs in the following areas:
  - Central Supply Technology.....Gaudet.....7/83-12/83
  - Semiconductor Process Technology.....Gaudet, Sperstad...7/83-5/84
  - Robotics Technology.....Gaudet, Sperstad...7/83-5/85
  - ABET Electronics Engineering.....Gaudet, Sperstad...8/84-9/86
  - Electronic Computer Technology.....Gaudet, Sperstad...8/84-9/86
- b. Further explore the following programs:
  - Dietetic Technology.....Gaudet.....7/84-12/84
  - Laser Technology.....Gaudet.....7/83-5/84
  - Certified Professional Secretary.....Lappas.....7/83-12/83
- c. Implement program in CST by 12/83.....Backus.....8/83-12/83
- d. Implement program in TV commercial set design and production.....August.....9/15/83-5/88 Matteson

7. To increase service by expanding to a twelve-month, seven-day-a-week, twenty-four hour operation.

7.1 Establish a system of research and review to determine if there is a need for increased hours of instruction and services.
- a. Continue to administer "Saturday Survey" to identify interests of weekend students.....Martens.....Each Semester

7.2 Explore a rotational availability of faculty.

7.3 Explore flexible hours and work week as part of the hiring conditions for new employees.
- a. Establish flex hours for new employees.....Green.....Ongoing

7.4 Provide support services to complement instructional hours of operation.
- a. Hire and/or develop flexible work schedules to complement change to possible 7-day week operation.....Wolfe.....As needed
- b. Establish a proposed support system for increased hours, food service, and first aid station.....Green, August.....Ongoing
- c. Examine expansion of LTS work-day and/or work-week after relocation is completed.....Lowman.....As Appropriate

8. To sustain a strong emphasis on continuing education programs.

8.1 Develop the Aloha Inn as the MTCC base for Continuing Education programs.

a. Explore the possibility of establishing a conference center.....Lappas.....5/85

8.2 Establish summer programs for school age youth.

a. Develop program utilizing current facilities.....Lappas.....1/84
b. Hire instructors for program.....Lappas.....3/84-6/84
c. Request distribution of brochure priviledges from public school districts within 5 mile radius of MTCC's campus.....Lappas..... ....3/84
d. Design brochure for printing.....Lappas.....4/84
e. Request distribution of brochure at locally identified stores and libraries.....Lappas.....3/84
f. Hold summer youth program.....Lappas.....5/84-8/84
h. Plan week long leadership program for High School students. Topic: Analytical skills for the Information Age. Focus: Selection and use of information in the decision-making process....Daniel.....8/84

8.3 Establish a comprehensive program for the displaced worker.

a. To refine current system for retraining Medical Radiographers for re-entry into work force.....Backus.....8/83-8/88
b. Identify possibility of modifying Medical Radiography program to encourage retraining applicants.....Backus.....8/83-8/88
c. Research successful programs and federal guidelines on retaining workers.....Gaudet.....7/83-12/83

8.4 Develop non-credit courses and workshops with occupational emphasis.

a. Develop non-credit courses and workshops with occupational emphasis.....Lappas.....1/84-6/88

9. To develop, expand and maintain the developmental education program.

9.1 Continue to use the College Developmental Education Task Force to make recommendations for the Developmental Education program.

a. Act as a liaison between Occupational Deans Council and college for development of Vocational Entitlement formula (8.2) funds to support activities in developmental education.....Gaudet.....7/83-6/88

b. Assist the Task Force in the development of a master plan for Developmental Education at MTCC.....Martens.....8/83-5/84
c. Continue to assess the basic skills required in occupational programs.....Martens.....8/83-5/86
d. Continue to assist the Task Force in providing staff development activities on developmental education for all faculty and staff.....Martens, Ilstrup, Brown.....8/83-5/84
e. Coordinate activities of the college Task Force with those of the district Task Force.....Martens.....8/83-5/84
f. Assist the Task Force in reviewing competencies developed by the district Task Force.....Martens.....8/83-5/84

9.2 Continue to offer and expand block courses which allow students to concurrently enroll in developmental classes and courses in their designated major field of study.
a. Evaluate with faculty block programs and revise as appropriate.....Martens.....Each Semester
b. Provide input to General Studies Division on scheduling needs of students who enroll in developmental block courses.....Wyatt.....10/83

9.3 Investigate the potential benefits to students and faculty having an integrated library/learning center/media/computerlab supplementing classroom activities.
a. Hire LAC staff member with CAI background.....Martens, Schlapkohl.....6/83-8/83
b. Review other programs (and visit other sites).....Martens, Berkshire, Smith, Redhouse.....8/83-5/85
c. Work with faculty to assess interest/support needs.....Berkshire, Smith, Redhouse.....8/83-5/85
d. Identify equipment needs.....Berkshire, Smith, Redhouse.....8/83-5/85
e. Seek external funding for lab.....Martens, Berkshire, Smith, Redhouse.....8/83-5/85

9.4 To establish a library of instructional software and other materials for developing or remediating student skills.

a. Obtain faculty recommendations for purchase of software	Berkshire, Smith	8/84-5/86
b. Seek external funding for software	Martens	8/84-5/86
c. Purchase software	Berkshire, Smith	8/84-5/86
d. Catalog all available software	Smith	5/85-5/86

9.5 To develop instructional materials/microcomputer programs to supplement classroom instruction in reading, writing, and math.

a. Work with faculty to identify content areas to be developed	Redhouse, Sheets	1/84-5/84
b. Work with faculty to develop and evaluate one unit of instruction in writing, reading, and math	Sheets, Walters, Matteson	8/84-5/85
c. Provide inservice for and continue to assist faculty with the development of instructional units	Sheets	8/85-5/88
d. Begin preparation computerized information to correlate with EN 061, EN 071 modules	Goode	9/83-5/88
e. Begin preparation of Computerized Challenge to EN 101 in lieu of a hard copy test	Goode	9/83-5/88

9.6 To develop CAI units to provide review/remediation in specific occupational content areas.

a. Provide inservice for interested faculty	Sheets, Walters, Sperstad	8/84-5/86
b. Assist faculty in the development and evaluation of instructional units	Sheets, Walters	8/84-5/86
c. Complete development of CAT for Psychology 101	Mathes	9/83-8/84

10. To establish or maintain and utilize a system or systems of program review for evaluation, modification and/or deletion of programs and courses.

10.1 Initiate program review procedures at the program level.

a. Develop criteria and draft procedures in conjunction with Division Chairs & faculty	Martens, Gaudet, Carrico	1/84-8/84

b. Review the existing Self-Study by sections and make appropriate changes.....Seltzer.....8/84-5/85
c. Produce a completed document for NLN reaccreditation visit.....Seltzer.....8/85-5/86
d. Encourage and facilitate continued use of intra-departmental meetings for program review.....Backus.....7/83-8/88
e. Review new NLN guidelines, "Criteria for the Evaluation of Associate Degree Programs in Nursing," and the current "Law and Rules and Regulations of the State Board of Nursing."....Seltzer.....5/83-12/83

10.2 Include advisory committee input in program review process.
a. Build advisory committee input into program review.....Gaudet.....9/84-5/85
b. Involve the Nursing Advisory Committee to meet with the faculty relative to program review and program relevancy.....Seltzer.....5/83-5/86
Advisory Members
Nursing Faculty
c. Continue to use Advisory Committee to review programs.....Bydalek.....8/83-5/88
Sperstad, Frost
Carrico
d. Ensure adequate input from advisory committee on program review and relevancy.....Backus.....7/83-8/88
e. Continue to utilize advisory committees and department meetings for program review.....Zendle.....8/83-5/88

10.3 Utilize student follow-up data for evaluation.
a. Build student follow-up data into program review .....Gaudet.....As Available
August, Frost
b. Utilize follow-up data as available to review programs.....Bydalek.....8/83-5/88
c. Review the Graduate Follow-up surveys to determine possible program alterations.....Seltzer.....1/84-5/84
d. Encourage systematic review of follow up data with Advisory Committee involvement.....Backus.....7/83-8/88
e. Utilize follow-up data as available to review programs through advisory committees and department meetings.....Zendle.....As available
(Div. Faculty)

10.4 Ensure annual review of program relevancy by the advisory committee.

a. Present program review findings to advisory committees.....Gaudet.....As Available

b. Continue to use advisory committees at least annually to ensure relevancy of existing program.....Cohen.....8/83-5/84

c. Involve the Nursing Advisory Committee to meet with the faculty relative to program review and program relevancy.....Seltzer.....5/83-5/86

d. Involve the Advisory Committee in program review procedures.....LaFleur.....Ongoing

e. Continue to utilize advisory committees as means of program review.....Zendle.....8/83-5/88

11. To provide accurate labor market information for advising and placement.

11.1 Maintain in the Career and Educational Planning Center current employment and placement data and disseminate as appropriate.

a. Prepare report on placement statistics at the end of the Fall or Spring semester.....Valladares.....12/83-6/84 August, Carrico

b. Compile and distribute labor market resource update to counselors every fifteen days.....Troxtel.....9/83-5/84

11.2 Develop and maintain liaison with state and private employment agencies to identify current employment needs.

a. Continue to initiate job development effort with new employers and invite them to visit the campus to meet faculty.....Valladares.....Ongoing

11.3 Collect, publish and distribute labor market information and current employment data to students and other interested parties in a more effective manner.

a. Publish articles pertaining to labor market or employment trends in the Student Prospector on a monthly basis.....Valladares.....9/83-5/84

b. Consult Library resources in the collection of labor market information and current employment data.....Smith.....Ongoing

c. Develop a list of career resources for dissemination to counselors and faculty.....Valladares.....10/83

d. Work with Madge Valladares to publish the Health Unit Coordinating/Managing occupation in the Arizona Career Information Center and Guidance Information Services.....LaFleur.....In process

11.4 Encourage, promote and educate individuals in the use of Guidance Information System.

a. Conduct classroom presentations on Career resources available to MTCC students.....Valladares, Troxtel, Wyatt.....9/83-5/84

b. Write promotional articles in the prospector regarding GIS and other resources.....Valladares.....9/83-5/84

12. To pursue additional and alternative resources.

12.1 Solicit donations from business and industry.

a. Continue to work with BPW organization to offer scholarships.....Nelson.....8/83-5/88

b. Continue to work with DPMA organization to offer scholarships.....Buxton, Bedal.....8/83-5/88

c. Continue to encourage equipment donations from business.....Buxton, Bydalek, August....8/83-5/88

d. Solicit donations or contacts for donations from Advisory Committee Members.....Gaudet, Frost, August.....7/83-6/88

e. Solicit resources from appropriate business-industry for the development of new programs.....Gaudet.....7/83-6/88

f. Pursuit of donations and "gift list" to be continued.....Data, August.....Ongoing

g. Continue to work with Phoenix Advertizing Club and Art Director's Club.....August, Matteson...9/83-5/88

h. Continue to encourage equipment donations from business and industry by use of special request letters, personal contracts, etc.....Zendle.....8/83-5/88

12.2 Develop contacts through Alumni Association to acquire resources.

a. Continue efforts to locate alumni and to encourage them to donate resources where applicable.....Nelson.....8/83-5/88

b. Pursuit of donations and "gift list" should be continued.....Data.....Ongoing

12.3 Publish a "gift list" of needed items to which the general public may respond.

a. Compile "gift list" for Administration to publish.....Bydalek, August....8/83-5/84 Matteson

b. Establish a "Friends of Library" to determine "gift list".....Smith.....Ongoing

c. Pursuit of donations and "gift list" to be continued.....Data.....Ongoing

12.4 Initiate a program for community members to volunteer at MTCC.

a. Explore with the Public Libraries the possibilities of acquiring volunteer "Senior Citizens" to work with adults in the LAC.....Schlapkohl.....9/84-9/85

12.5 Continue to develop proposals to foundations and granting agencies.

a. Continue Foundation and Grant proposals.....Green.....Ongoing

b. Review potential funding sources on a regular basis.....Martens.....Ongoing

c. Assist in the development of grant proposals.....Martens.....As Needed

d. Resubmit Title III proposal.....Martens.....3/84

12.6 Develop an exchange program between MTCC employees and local business and industry.

12.7 Seek government and private sector contracts.

a. Respond to appropriate government and private sector call for bids.....Lappas, Gaudet.....As Needed

12.8 Utilize fund-and-friend raising.

a. Pursuit of fund-and-friend raising and advertising to be continued.....Data, August.....Ongoing Matteson

12.9 Solicit advertising on local radio and TV stations.

a. Pursue public service announcement (PSA), use personal appearances and features in electronic media.....Data.....As needed

b. Continued development of PSA and stories for print media.....Data.....As needed

c. Within budget, continue production and flites of electronic paid advertisement and commercials and print ads.....Data.....As needed

d. Work with Felice Data to solicit the printing of an article in the Republic or Gazette on professionalism for Health Unit Coordinating, citing MTCC's role.....LaFleur.....5/84

13. To improve the marketing of MTCC to the public, educational and business communities.

13.1 Market the county-wide role of MTCC.

a. Marketing and promotional efforts to be continued.....Data.....Ongoing

13.2 Promote an awareness of MTCC and its mission by Faculty and Administrative involvement in business and professional organizations.

a. Promote MTCC through contact with part-time faculty who, in turn, promote the college within their companies.....Bydalek.....8/83-5/88

b. Hire part-time faculty from selected employers to promote more widespread knowledge of MTCC.....Bydalek, Buxton.....8/83-5/88

c. Maintain personal memberships in professional/business/civic organizations.....Gaudet.....7/83-6/88

d. Marketing and promotional efforts to be continued.....Data.....Ongoing

e. Promote MTCC in contacts with professional organizations.....Bus. Div. Fac. (Bydalek).....8/83-5/88

f. Pursue support for organizational memberships.....August, Matteson...9/83-5/84

g. Continue as editor of the newsletter for the National Association of Health Unit Clerks Coordinators.....LaFleur.....83-84

h. Continue to be involved with business organizations.....Zendle.....8/83-5/88

13.3 Market MTCC's ability to provide training for specific business, industry and government needs.

a. Provide industry with specific knowledge of MTCC programs:
- Motorola.....Irvin, Bedal, August.....5/83-5/84
- County and Greyhound.....Irvin.....5/83-5/84
- "Goodyear" Industry.....Buxton.....5/83-5/84
- Salt River Project.....Buxton.....5/83-5/84

b. Marketing and promotional efforts to be continued.....Data, August.....Ongoing

13.4 Use the alumni to market the college.
- a. Marketing and promotional efforts to be continued.....Data.....Ongoing

13.5 Expand current internal marketing efforts.
- a. Marketing and promotional efforts to be continued.....Data.....Ongoing
- b. Develop a marketing plan for the Health Unit Management Program.....LaFleur.....5/84

13.6 Market MTCC as a responsible agent in anticipating and meeting community educational needs.

13.7 Stress MTCC's role as a community college, not a private institution.
- a. Marketing and promotional efforts to be continued.....Data.....Ongoing

13.8 Organize a speakers' bureau consisting of faculty, administration and students.
- a. Volunteer for the speakers' bureau.....Gaudet, Daniel.....7/83-6/88
  T. Brown, Bedal, Irvin, Hulse, Data, Green, Martens, LaFleur, Born
- b. Marketing and promotional efforts to be continued.....Data.....Ongoing

13.9 Promote the philosophy that recruitment is an individual responsibility shared by all college personnel.
- a. Recruitment of students.....Green.....Ongoing
  (All Personnel)
- b. Actively participate in the recruitment of high school students for the Health Unit Coordinator Program.....LaFleur, Starr.....83-84
  Schneider

13.10 Increase articulation with high school vocational programs.
- a. Begin articulation activities with P.U.H.S.-A.V.C. in Central Supply Technology.....Gaudet.....7/83-5/84
- b. Encourage program articulation with secondary programs.....Gaudet.....7/83-6/88
- c. Maintain active participation on the Maricopa County Vocational Education Planning Committee.....Gaudet.....7/83-6/84
  Matteson

d. Increase articulation with high school vocational programs to facilitate an on-campus day for key personnel in high school vocational programs.....Gurule.....9/83-4/84

e. Encourage participation of faculty in professional organizations to promote articulation with high school program leaders.....Zendle.....8/83-5/83

13.11 Promote block programs to agencies and businesses.

a. Establish contact and articulation with (eight) key agencies.....Hoover.....9/83-4/84

13.12 Promote and publicize flexible scheduling.

a. Flexible scheduling promoted and publicized.....Green.....Ongoing

13.13 Promote life-long education.

a. Promotion of life-long education.....Green, Lappas, (All Personnel).....Ongoing

13.14 Establish a phone hot-line using people or tape playing machines to share college and program information with the community.

a. Share college program information with community.....Data.....6/85

13.15 Provide an open house for local industry, displaying our areas of technology training and our ability to be of help to them.

a. College open-house display of technology training.....Data, August.....4/84

14. To maintain timely information on current and future economic conditions and trends.

14.1 Utilize the services of the Governor's Office of Economic Planning and Development, the Department of Economic Security, Chambers of Commerce, and the State Department of Education.

a. Develop personal networks through attendance at sponsored conferences and seminars.....Gaudet.....7/83-6/84

14.2 Maintain membership on District High Technology Committee.

a. Membership on District High Technology Committee.....Green, Sperstad.....Ongoing

14.3 Provide workshops and seminars for MTCC faculty and staff.

14.4 Utilize economic forecasts regarding current and future economic trends to ascertain future labor market demands of new, evolving, and declining technologies.

14.5 Maintain membership in local chambers of commerce.

a. Membership in local chambers of commerce.....Green, Harris.....1/84
Martens, Lappas
Data, Hulse

14.6 Maintain relationships with economic development specialists in organizations such as banks and public utilities.

14.7 Establish annual event featuring a forecast of high technology in Arizona (possibly presented by a prestigious public figure).

a. Form district committee of instructors and students involved in Tech. programs.....Daniel.....11/83
b. Establish the program for this event.....Daniel.....2/84
c. Establish projected calendar to plan and produce the event.....Daniel.....3/84
d. Hold event.....Daniel.....11/84

15. To strengthen ties with business, industry and government.

15.1 Increase faculty and administrative involvement in business, industry and government.

a. Be an active college member on all advisory committees.....Gaudet.....7/83-6/88
b. Strive to develop or maintain ties with business, industry, and government.....Business Faculty...8/83-5/88
(Bydalek), Carrico
c. Faculty and administrative involvement in business, industry and government.....Green.....Ongoing
d. Participate in ASTD.....Lappas.....Ongoing
f. Participate in ABEIC.....Valladares, Wyatt.....10/83
g. Request to be a college member on selected advisory committees, i.e., Electronics, Automotive, Air Conditioning/Refrigeration.....Valladares.....9/83-5/84
h. Correlate EN 106, Tech. Writing, with needs of Business, Industry and Governmental agencies.....Goode, Rister.....9/83-5/88
i. Continue to establish ties with the health services community.....LaFleur, Starr.....83-84

15.2 Increase appropriate participation in co-op.

a. Encourage consideration of co-op and internships in program areas	Gaudet Matteson	7/83-6/88
b. Continue with the Health Unit Co-ordinator Cooperative Education Program	LaFleur, Starr	83-84
c. Continue to encourage faculty and students to participate in Cooperative education	Zendle	8/83-5/88

15.3 Increase on-the-job training programs.

15.4 Provide advanced career training programs.

a. Continue to explore the offering of advanced career training programs with Motorola, Garrett, and others as opportunities present themselves	Irvin Buxton, Bydalek	8/83-5/88

15.5 Develop linkage between MTCC and business-and-industry-operated training programs.

a. Develop linkage between MTCC and business/industry operated training programs	Lappas	Ongoing
b. Produce customized courses when the need is presented	Lappas	As Needed
c. Continue to participate in business/industry operated training programs	Zendle (Mech Tech Faculty)	8/83-5/88
d. Encourage faculty to teach courses tailor-made for industry when feasible	Zendle	8/83-5/88

15.6 Increase support services necessary for industry programs.

15.7 Develop education-to-work transition activities (i.e., internships, practicums).

a. Encourage consideration of co-op and internships in program areas	Gaudet	7/83-6/88
b. Continue to develop "internship" in medical transcription	Irvin	8/83-5/85

15.8 Develop a plan allowing short-term leaves for faculty/staff encouraging them to acquire current work experience in areas pertinent to their positions at MTCC.

a. Develop plan for short-term leaves for faculty/staff to acquire work experience	Green August, Matteson	5/84

15.9 Develop more interaction with area unions and other labor organizations to assist in retraining and providing additional opportunity for MTCC students.

16. To use the planning process as a management tool.

16.1 Establish procedures for annual update of planning environment, planning assumptions and college goals.

a. Establish planning committee as standing committee and assign members.....Green.....9/83
Born

b. Establish functions, procedures and timelines for Planning Committee.....Martens.....10/83
Committee Members

c. Identify and utilize community resources for updating information on planning environment.....Martens.....1/84
Committee Members

d. Modify planning assumptions and college goals, as needed.....Planning Committee.....Jan.
Annual

16.2 Review and revise objectives and activities on a yearly basis.

a. Keep MTCC community informed on changes in planning environment, assumptions and goals.....Martens.....1/84
Planning Committee

b. Submit revised ojectives and activities for the next academic year.
Each Unit.....With Appropriate Dean.....March, Annual

c. Evaluate/review progress on completion of annual activities.
Each Unit.....Martens.....March, Annual

d. Participate in update and review of Master Plan annually.....Bydalek, LaFleur...8/83-5/88
(All College Personnel)

e. Work with division to establish objectives and activities annually.....Zendle.....8/83-5/88

16.3 Continue administrative support for master planning process.

a. Continue administrative participation on planning committee.....Green.....Ongoing

b. District administration review of Master Plan.....Green.....6/83

c. Train managers to use planning strategies.....Green, Fletcher, Harris.....11/83

d. Produce annual plan for distribution to MTCC community.....Martens.....7/84

16.4 Coordinate the budgeting process with the planning process

a. Establish timeline and procedures to relate planning activities to budget and capital equipment.....Green, Fletcher, Harris.....9/84

b. Seek grant funds as appropriate to support Master Plan.....Martens.....Ongoing

c. Direct resources from Vocational Entitlement to goals of plan.....Gaudet.....Ongoing

d. Relate applications for educational development and JCEP funds to goals of the plan.....Martens.....Ongoing

e. Where possible, coordinate budgeting process with Master Plan.....Bydalek, (All Budget Managers).....8/83-6/88

17. To expand student job placement services.

17.1 Continue establishment of a system to assess MTCC's rate of job placement.

a. Prepare report on placement statistics each semester.....Valladares, Matteson.....12/83-6/84

b. Conduct a survey of MTCC students on employment status and needs.....Valladares, Matteson.....11/83-6/84

17.2 Increase the involvement of faculty in job placement activities utilizing the recommendation, consultation and coordination procedure.

a. Continue to coordinate with faculty and invite them to accompany me on visits to Business and Industry.....Valladares.....Ongoing

b. Continue to involve faculty in the referral process of students to employers.....Valladares.....Ongoing

c. Continue direct communication with potential employers.....August, Matteson...9/83-5/88

d. Continue with faculty involvement of job placement for Health Unit Coordinators Managers.....LaFleur, Starr.....83-84

17.3 Provide students with training in how to find a job.

a. Conduct a workshop each semester on job seeking and job keeping skills.....Valladares.....11/83-3/84
Troxtel, August
Matteson

b. Continue to provide students with training in how to find jobs in current courses.....Bus. Faculty.....8/83-5/88
(Bydalek)
August, Matteson

c. Develop module for classroom instruction on resumes, dress, interviews.....Carrico.....9/83-5/84

d. Include "Finding and Keeping A Job" in the Health Unit Coordinator Program course content.....LaFleur.....1/84

17.4 Publicize job placement services both within and outside the institution.

a. Publicize job placement services through articles in student newspaper and promotional flyers.....Valladares.....9/83-5/84
Troxtel, August
Matteson

b. Make weekly visitations to Mech-Tech.....Valladares.....9/83-5/84

17.5 Create and maintain a temporary student help service.

17.6 Track students in the job market.

a. Prepare report on placement statistics each semester.....Valladares.....12/83-6/84
August, Matteson

b. Conduct a survey of MTCC students on employment status and needs.....Valladares.....11/83-6/84

17.7 Establish a system for distribution of employment and placement data as part of the recruitment and advising process.

17.8 Continue job development through personal contacts.

a. Continue visitation schedule with employers in the community.....Valladares.....7/83-6/84
August, Matteson

b. Establish a process for bringing personnel recruiters on campus.....Valladares.....11/83-3/84

c. Continue job development activities through personnel contact.....Bus. Faculty.....8/83
(Bydalek)
August, Matteson

d. Continue job development activities through advisory committees and personal contacts.....Zendle.....8/83-5/88 (Div. Faculty)

e. Continue to pursue reassignment of faculty load for job development purposes.....Zendle.....8/83-5/88

17.9 Continue to sponsor Job Fairs.

a. Co-host "THE HEALTH EDUCATION FAIR".....Valladares.....10/83-10/84 Bradley

b. Host the annual Job Fair '84.....Valladares.....3/83-3/84

c. Obtain input for Job Fairs.....Data.....8/83-2/84

17.10 Maintain systematic linkages with program completers which will encourage on-going use of career development services.

a. Conduct a workshop each semester on job seeking and job keeping skills.....Valladares.....11/83-3/84 Troxtel, Wyatt August, Matteson

17.11 Develop short self-paced, open-entry, multi-media course and presentation directed toward providing appropriate job-seeking skills.

a. Assist co-op office to develop short course to provide job seeking skills.....Bydalek.....8/83-5/84 August, Matteson

18. To provide a career development program that supports the individual pursuit of educational and work objectives.

18.1 Continue to provide and improve career testing and counseling services.

a. Evaluate career interest inventories currently used at MTCC as well as new ones which can be ordered.....Gurule, Valladares..9/83-4/84

b. Select those instruments that are best suited to the needs of MTCC students and can be integrated into a career planning process.....Gurule, Valladares..9/83-4/84

18.2 Organize career workshops and provide classroom presentations.

18.3 Develop career education courses which explain, assist and introduce incoming students to the resources available in the Career and Educational Planning Center.

18.4 Incorporate career planning as part of a required curriculum.
- a. Explore incorporation of career planning in curriculum.....August, Matteson....9/83-5/84

18.5 Continue the development of instructional units on realistic job expectations and employment outlook.
- a. Develop instructional units.....Carrico, August, Matteson....9/83-5/84

18.6 Provide students the opportunity to expand their knowledge of careers by attending specialized career exploration classes.
- a. Promote group counseling classes for credit with the development course block.....Hoover, Gurule.....12/83

18.7 Provide programs to develop acceptable work habits.

19. To continue promoting a student centered approach in course and program development, grading system, class and program scheduling, instructional approaches, and services.

19.1 Develop an evening student committee.
- a. Develop an evening student committee.....Daniel.....12/83

19.2 Provide human relations workshops for staff to continue the promotion of a student centered approach.
- a. Human relations workshops.....Green.....Annual Staff Development

19.3 Continue to orient new employees on the importance of being student centered.
- a. Orientation of new employees on importance of being student-centered.....Green, August.....Ongoing (All Personnel)
- b. Prepare and distribute informational packets on MTCC instructional programs and services to all new employees.....Flores.....Ongoing

19.4 Improve intra-institutional communication regarding changes in policies and procedures.
- a. Improve communication regarding changes in policies and procedures.....Green, Fletcher, Harris.....Ongoing

19.5 Develop a coordinated class scheduling system that adequately meets students needs.

a. Investigate procedures for long range scheduling	Fletcher, Gaudet Martens, Lappas	6/84	
b. Review class schedules from point of view of meeting students' needs	Martens, Lappas Gaudet, August	Ongoing	

19.6 Hold classes open at the beginning of the semester so they can be filled, not cancelled.

a. Advise students to add classes after their initial enrollment	Carrico	9/83-5/84

19.7 Improve schedule planning to reduce cancelled classes.

a. Support development of on-line schedule building and development of simulation modules for construction of alternatives	August	9/83-5/84

19.8 Continue to give students an opportunity to evaluate their courses and instructors every semester.

a. Provide mechanism for continued student evaluation of courses, faculty, and clinical education center	Backus	7/83-8/88
b. Continue to use a student evaluation of instruction in both day and evening programs	Bus. Faculty (Bydalek) August	8/83-5/88
c. Provide mechanism for student evaluation of courses and faculty	Rasmussen	8/83-8/88
d. To continue to give students an opportunity to evaluate the course, agency and instructors every semester	Cohen Williams Jones Turner	8/83-5/84
e. Continue to encourage the student questionaire as a means of self-evaluation of faculty	Zendle	8/83-5/88

19.9 Establish an Honors Activities Program for part-time students

a. Explore possibility of changing PTK criteria to include part-time students	Daniel	10/83

b. Establish Honors List for part-time students.....Daniel.....7/83
c. Explore possibility of special award for a part-time student.....Daniel.....2/84

20. To develop a simplified financial aid application system which will increase the effectiveness of the Financial Aid office.

20.1 Implement an on-line financial aid system.
a. Work with District computer personnel/Westinghouse and DSC-SFA personnel.....Wolfe.....Ongoing

20.2 Review and update the on-line system to include changes in regulations and policy.
a. In conjunction with DSC-SFA personnel notify District computer personnel of needed changes to system.....Wolfe.....Ongoing

20.3 Review and update the on-line system to include improvement if applicable.
a. In conjunction with DSC-SFA personnel notify district computer personnel of needed changes to system.....Wolfe.....Ongoing

21. To develop a more convenient admissions and registration system, which will make the college more accessible to the public.

21.1 Review, evaluate and update the on-line registration system after each registration.
a. Review on-line registration system periodically.....Green, Hulse, Reno.....Ongoing

21.2 Implement a registration procedure for non-credit, weekend and seminar courses.
a. Implement registration procedures for non-credit, weekend and seminar courses.....Green, Hulse, Reno.....9/84

21.3 Establish off-campus on-line registration capabilities.
a. Develop mail and telephone registration procedures.....Harris, Reno.....9/84

21.4 Eliminate the duplication in paperwork required of students.
- a. Eliminate student paperwork duplication.....Green, Hulse, Reno.....9/84

21.5 Prepare and implement an advisement/orientation package.
- a. Develop orientation package to be used during orientation meeting held prior to beginning of program.....Backus.....7/85

21.6 Continue to produce current class schedules and catalogs.
- a. Produce appropriate class schedules for each session to be used through the advisement/orientation package.....Reno.....Ongoing
- b. Produce college catalog annually or semi-annually reflecting current policies, procedures, curricula.....Reno.....Ongoing

22. To develop comprehensive staff development plans, which facilitate both individual improvement and attainment of institutional goals.

22.1 Utilize input from all employee groups in the comprehensive staff development plan.
- a. Continue to utilize college staff development committee to plan college activities.....Staff, Development Committee.....9/83-5/88

22.2 Develop goals and objectives for yearly staff development planning.
- a. Identify theme(s) for 1983-84 staff development activities and develop goals and objectives related to institutional goals.....Staff, Development Committee.....9/83-5/84
- b. Assist college Arts and Sciences Task Force and Developmental Education Task Force in the design of goals and activities.....Ilstrup, Brown, Martens.....8/83-5/84

22.3 Provide a staff development program for part-time faculty.
- a. Assist Director of Continuing Education in planning orientation for part-time faculty.....Ilstrup, Brown.....8/83-5/84

b. Provide in-depth departmentalized orientations for all part-time faculty.....Berkshire.....Ongoing
August, Matteson

c. Develop a system to assign each teacher a full-time faculty mentor.....Bydalek.....8/83-5/84
August, Matteson

22.4 Utilize teleconferencing/video-tape training opportunities in staff development.

22.5 Develop faculty workshops that will train faculty with state-of-the-art information.

a. Initiate divisional orientations to expose faculty to information resources available through LAC, LRC, & IMC.....Berkshire, Smith....Ongoing
Redhouse

b. Continue to update state-of-the-art knowledge with faculty in-service.....Stein, August.....8/83-8/88
Matteson, Carrico

22.6 Develop faculty workshops that will present adult learning techniques and delivery systems.

23. To continue to promote positive morale among faculty, staff and students.

23.1 Regularly assess the morale of the college community.

a. Continue to administer morale survey.....Martens.....Annual

b. Morale assessment.....Green.....Ongoing
(Fletcher, Harris)
August, Matteson

23.2 Encourage participation by all groups in positive morale activities.

a. Encourage positive morale activities.....Green.....Ongoing
(All Personnel)
August, Matteson

b. Promote positive morale at LTS
. . broadening the search for a new location in a better environment, and
. . expanding communication between LTS and all District libraries.....Lowman.....9/83-5/84

23.3 Expand opportunities for staff/faculty functions that promote "getting to know each other."

a. Expand social functions.....Green.....Ongoing
(Social Committee)
August, Matteson

23.4 Create an awareness of the availability of "crisis intervention" counseling services for students and employees.

23.5 Continue to encourage participation of faculty and administration in student events.

a. Continue to encourage faculty to participate in student events.....Bydalek.....8/83-5/88
August, Matteson

b. Encourage faculty/staff participation in student events.....Daniel, Harris.....Ongoing

c. Support and encourage further development of S.T.A.R.T. organization.....Lampignano.....8/83-8/88

d. Support and encourage further support of faculty and students for Solar/Refrigeration Club.....Carrico.....9/83-5/84

e. Continue to encourage faculty and students to participate in college activities.....Zendle.....8/83-5/88

23.6 Provide an ongoing channel of communication to convey suggestions for improving all aspects of working conditions.

a. Establish a committee of faculty, staff, and administration to review and respond to the above suggestions.....Green.....12/83
(Supervisors)

b. Continue to push for equity as it relates to facilities and services for faculty, staff and students at the Mech Tech Center.....Zendle.....8/83-5/88

23.7 Encourage participation by all groups in helping keep environment cleaner.

a. Continue to remind students in classes of actions necessary to keep environment cleaner.....Bus. Fac.....8/83-5/88
(Bydalek)
August, Matteson

b. Encourage participation in cleaner environment.....Green.....Ongoing
(All Personnel)

c. Reinforce sense of pride in faculty and students in MTCC facilities.....Backus.....8/83-8/88

d. Rid LTS of unused and/or outdated materials and equipment.....Bagwell.....Ongoing
Scalberg

e. Increase student awareness and instill pride in maintaining clean environment.....LaFleur, Starr.....11/84
Schneider

f. Encourage participation by all groups in helping to keep environment cleaner.....Zendle.....8/83-5/88

23.8 Design a more informative staff bulletin.

a. Design more informative staff bulletin.....Data.....9/83

23.9 Assess needs for photocopy and telephone services.

a. Make the Administration aware of the severe need for adequate photocopy and steno-related needs in the classroom building.....Bydalek.....8/83-5/84
Sperstad, August
Matteson

b. Identify to Administration the shortcomings of photo copy services currently.....Backus.....8/83-8/84
August, Matteson

c. Assess needs for telephone service and photocopy services.....(Reno).....Ongoing
(Jordan)

d. Assess LTS needs for photocopy and telephone.....Scalberg.....5/84
Bagwell
Lowman

24. To identify facilities for MTCC expansion.

24.1 Explore development of facilities for student development/student activities (a Student Union).

a. Explore facilities development for Student Union.....Green.....11/83
Fletcher, Harris

24.2 Use Aloha Inn for MTCC expansion.

a. Use Aloha Inn for MTCC expansion.....Green.....12/84
Fletcher, Harris

24.3 Explore new location for LTS.

a. Examine existing Aloha facilities to determine adequacy for LTS.....Lowman, Martens.....9/83-1/84

b. Further, examine Aloha renovation potential which would allow LTS relocation.....Lowman, Martens.....9/83-6/84

c. Explore other possibilities for new LTS location.....Lowman, Martens.....9/83-6/84

24.4 Investigate expanding and improving Library facilities.

a. Determine feasibility of raising library ceiling.....Smith.....5/84

b. Develop centralized computer software library to maintain and circulate disks.....Smith.....5/84

c. Pursue acquisition of space for integrated study area with computers/media viewing areas/ software/electrified study carrels.....Smith.....5/84

25. To establish an assessment process that will help students make informed choices and will assist college personnel with the accurate placement of students in appropriate courses.

25.1 To establish a proper academic placement process.

a. To assist as needed in developing procedures to assess new and continuing students in reading, writing and computational skills to insure proper placement/advisement.....Gaudet, Martens.....Ongoing

b. Utilizing the resources of the Education and Career Planning Office develop the necessary assessment criteria for each program.....Backus.....5/83-8/88

c. Coordinate current assessment procedures and develop recommendations on establishing a proper academic placement process.....Wyatt.....Ongoing

25.2 Review possibility of establishing minimum scores for reading, English, and math placement tests for entrance into each program.

a. Develop recommendations on establishing a systematic process of assessing basic skills that addresses student needs with respect to:
   - continuous on-line registration,
   - open registration, and
   - in-class testing during the first weeks of classes.....Wyatt.....11/83-12/83

b. Establish basic skills assessment services at Mech-Tech.....Wyatt, Brown.....10/83-5/84

c. Conduct inservice workshop for Career and Educational Planning Services staff on proper test administration practices.....Wyatt.....11/83-11/84

d. Work with occupational and math faculty to select math placement test and minimum scores.....Martens, Platte, Bedal, Tsakiris, Walters, Wyatt...5/83-10/83

e. Implement procedures for administering newly selected math placement test and utilizing results in advising process.....Wyatt.....11/83-5/84

f. Utilizing the resources of the Education and Career Planning Office develop the necessary assessment and criteria for each program.....Backus.....5/83-8/88

25.3 To identify basic academic skill competencies appropriate for students entering occupational programs.

a. Identify entry level math skills needed by students entering selected occupational programs and incorporate that information into the advising system.....Martens, Wyatt.....8/83-5/84

b. Identify reading levels for textbooks of selected occupational programs and incorporate that information into the advising system.....Martens, Wyatt.....10/83-5/84

c. Work with Education and Career Planning Center to identify criteria for Medical Radiology program.....Backus.....5/83-8/88

d. Identify entry level math skills needed by students entering occupational program (MH/HST) and incorporate that information into the advising system.....Cohen.....8/83-5/84
e. Identify reading levels for textbooks and incorporate that information into the advising system.....Cohen.....8/83-5/84

25.4 Establish, through testing, student competency for assignment to proper class level in order that students may succeed.
a. Utilizing the resources of the Education and Career Planning Office develop the necessary assessment and criteria for each program.....Backus, Sperstad.....5/83-8/88

25.5 To establish a minimum criteria of identifying student characteristics that ensure success in such a program.
a. Utilizing the resources of the Education and Career Planning Office develop the necessary assessment and criteria for each program.....Backus, Sperstad.....5/83-8/88

26. To develop an Academic Advising System.

26.1 Develop materials that support the academic advising system.
a. Work with the Advising/Retention Committee to develop and distribute an updated advising handbook.....Wyatt.....5/83-9/83
b. Develop and distribute curriculum checklists that reflect program requirements for students entering MTCC during the 1983-84 academic year.....Wyatt.....5/83-5/84
c. Develop handout sheets for students that explain placement test scores and course recommendations.....Wyatt.....10/83-2/84
d. Explore possibility of producing a student oriented publication that describes programs, instructors, courses, and services.....Daniel.....1/84

e. Collect course outlines/objectives from faculty members and compile a resource book that can be used in the Advising process.....Flores.....Ongoing
f. Supply new students with a list of suggested classes in best chronological order.....Carrico.....9/83-5/84

26.2 Identify a systematic approach to educational planning that helps students to accurately select programs and courses.
a. Coordinate efforts directed toward developing a systematic advising process.....Wyatt.....5/83-6/84
b. Assist as needed in developing a systematic advising process.....Martens.....Ongoing

26.3 Monitor the academic progress of students.

27. To establish an orientation system for new students.

27.1 Provide an effective new student orientation system which can be offered at any time during the year.
a. To provide campus tours on an ongoing basis.....Flores.....Ongoing
b. In-service student guides.....Flores.....9/83-9/84
c. Continue to offer orientation for new students.....Rasmussen.....8/83-8/88 August
d. Provide orientation groups to new students.....Hoover, Gurule....11/83-6/84 Clouse and Program Advisers
e. Sponsor a four-hour orientation program for prospective Health Unit Coordinator students, involve all instructors and some graduates from the previous program.....LaFleur, Starr.....1/84 Schneider

27.2 Develop informational materials which support the student orientation program.

9/30/83

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